WESTERN KENTUCKY FOOD SERVICE

MEMORANDUM OF UNDERSTANDING

Welcome to Wendell H. Ford Regional Training Center

Your food service provider is Western Kentucky Food Services. This MOU is designed to help you plan your meals while you are training at the center.

General Information

Yours:

Organization	
Address	
City, State, Zip	
Contact Person	
Phone Number/Fax	
Email	

Ours:

Wendell H. Ford: SFC Bruce Gibson
502-607-7912   fax: 502-607-7999

Western Kentucky Food Services: Rosa Stidham
502-607-7946   fax: 502-607-7944

Ordering Information

- **When to book your meal plan:** Minimum 15 days in advance of your first meal (submit this MOU).
- **Confirmation:** please confirm your meal plan 5 days in advance of your first meal.
- **Changes:** revisions to your meal plan should be made 48 hours in advance.
- **Reason:** This MOU and meal plan will be used as a basis for purchasing, scheduling and preparation and helps us control your cost.
- **Charges:** Accurate meal estimates are crucial. Charges will be for the actual meals served. With the following exception. If the actual meals served fall below 85% of meals requested, the charge will be for 100% of meals requested.

Hours of Operation

Breakfast 0530-0730, Lunch 1100-1300, Dinner 1700-1900

Cost Per Meal

In the Dining Facility: Breakfast $ 6.51, Lunch $6.93, Dinner $6.93
Field Feeding: Breakfast $4.66, Lunch $4.17, Dinner $4.17
Box lunches: Box Breakfast $5.91, Box Lunch $5.32, BOX DINNER $5.32

Payment

- **Method:** (check the method you are using)

Invoice	Cash	Credit Card	Check	Other

- **Terms and Conditions**: Customer understands that payment must be made in full prior to your departure from the center unless other arrangements have been coordinated.

- **Remittance Information:**

  Western Kentucky Food Services
  P.O. Box 641, Hopkinsville, KY 42241
  TIN # 010 86 22 44
  ABA Routing # 0830902633
  Account # 1002544801

Notes

Acknowledgement

I have read, understand and agree to the arrangements as stated.

_____   _____
Signature of Customer   Date

_____   _____
Signature of COR   Date

_____   _____
Signature of WKFS   Date